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☐ Security Information
☐ Other: _____
 DATE: 1-4-79 By: 35

26 May 1955

MEMORANDUM FOR: Colonel White

SUBJECT : Incentive Awards Program

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1. In connection with the transfer of the Incentive Awards Program from the Office of Personnel to the Management Staff, you have two comments - (a) check the ceiling situation with the Office of Personnel, and (b) arrange for reports. In connection with item (a) I have talked it over with Mr. [REDACTED] and he raised no objection to the manner in which the Management Staff developed their formula resulting in the need for five man years to perform the work of the program. He does not feel, however, that it is fair to attempt to talk in terms of two full-time positions when, in fact, the support of the Incentive Awards Program was "farmed out" to many different individuals within the Services Branch, and much of the total support was rendered on a crash basis. It is possible, with a large staff, to absorb and distribute work of this kind without disrupting the normal flow of work drastically. The Management Staff, with a smaller group, is not in a position to perform such a service. Therefore, the requirement for the additional positions immediately is highlighted. The Management Staff is currently engaged in examining in detail the functions and operations of the Office of Personnel, and any adjustments required in the staffing pattern as a result of their survey will no doubt appear in recommendations from the Management Staff in the near future.

2. On the basis of the above, it is recommended that you approve the transfer without further concern as to the ceiling of the Office of Personnel. *OK JKH*

signed 26 May 1955 JKH
3. With regard to item (b) in paragraph 1, a memorandum was prepared for Mr. Lloyd's signature, outlining some of the questions you would like covered in a report, and this was addressed to the Chief, Management Staff, rather than the Director of Personnel, inasmuch as your approval of this transfer was expected.

4. I have just been advised that yesterday (Wednesday) the people and the records connected with the Incentive Awards Program have physically moved from the Office of Personnel to [REDACTED]

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